

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION  
BOARD OF DIRECTORS MEETING**

**LOCATION: The Sanders Room at the Grassdale Center  
108 Old Reedy Point Bridge Road  
Delaware City, DE 19706**

**February 17, 2016 – 4:00 p.m.**

**Meeting Minutes**

**Council Members:**

Susan Frank  
Michael Morton  
Kevin Kelley  
Rick Geisenberger  
Bert Scoglietti  
Herb Inden  
Richard Cathcart  
Laura Lee

**Advisory Council Members:**

Paul Parets  
Hughlett Kirby  
Nicole Majeski  
Jeff Bross

**Staff:**

Jeff Randol, Executive Director  
Max Walton, Counsel  
John Taylor, DOJ  
Andrew Donnelly, Governor's Office  
Matthew Chesser

**Members of the Public:**

Stan Green, Mayor  
Vincent Porcellini  
Ted Laws  
Larry DiSabatino  
William Cost, National Guard  
Jim Brady, Long & Foster  
Frank Brady  
Tim Konkus  
Jim Betley  
Warren Flowers  
Bob Malinowski  
Tim Slavin

**I. Call to Order/Introductions/Announcements**

Ms. Frank, Chair, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 4:15 p.m. and welcomed everyone for attending.

## **II. Minutes**

Ms. Frank asked if there were any changes or comments on the January 20, 2016 minutes. With no comments, a motion was made by Mr. Kelley and seconded by Mr. Cathcart to approve minutes from the January 20, 2016 Board meeting. Motion carried.

## **III. Treasurer's Report**

The Treasurer's Report was presented by Mr. Scoglietti, a copy of which is attached hereto as Exhibit A. The net balance of unencumbered funds totaled \$1,133,492.95. Mr. Scoglietti reviewed the expenses and balances in both Operating and Capital accounts. Mr. Cathcart made a motion to accept the Treasurer's report. The motion was seconded by Mr. Kelley. Motion carried.

Mr. Scoglietti also noted that while the Board understood and supported the WIAC wastewater and drinking water planning grants that there was never a formal Board action. Mr. Kelley made a motion to support the WIAC Wastewater Planning Grant in the amount of \$24,580 and the WIAC Drinking Water Grant in the amount of \$24,500. Second was made by Mr. Cathcart. Motion carried.

Mr. Scoglietti updated the Board on the Governor's 2017 budget, which included a recommendation for \$2.5 million in funding to the Corporation.

## **IV. Legal**

A. Mr. Walton updated the Board on status of the Agencies MOU and the National Guard MOU. The National Guard MOU is now out for signature. The parcel has been delineated with a map and description attached to the MOU. As soon as the Annexation process has been completed the Corporation would submit an application to the city for a minor subdivision.

B. Transfer Resolution. Mr. Walton updated the Board on status of the transfer. In conversation with Mr. Taylor the plan is to have the MOUs signed and property transferred by the next Board meeting. MOUs are now being circulated for signature and will then be forwarded to OMB. In addition to the MOUs, the Corporation and DNREC are working on an environmental agreement that would outline how the Corporation would proceed with soils disturbance. That agreement will be drafted and executed along with the MOUs. A description of the parcels is also being prepared. Based on the deed research it was necessary to create a boundary survey. Becker Morgan was authorized by the Corporation's Executive Director to complete the survey. Cost is estimated at \$30,000.

- C. Brownfield Agreement. Mr. Walton provided the Board with a copy of the executed Agreement. The Board had previously authorized its Executive Director to enter into the agreement.

**V. Executive Director Report**

- A. Mr. Randol distributed and discussed the schedule for annexation, remediation, demolition and Phase 1 construction. A copy of the schedule is attached.

**VI. Committee Reports**

**A. Economic Development Committee**

Mr. Randol distributed a report from the Economic Development Committee. Mr. Randol and Mr. Curran met to identify target business markets within our eight development districts, not in any specific order, they included: Residential- Single family home, condo, apartment, Animal Care/Rescue, Hotel/Hospitality/Conference, Marina, Office space, Arts/Cultural/Entertainment/Events/Tourism, Healthcare, Retail/Restaurant, Industrial, Education.

The Committees members have also been identified. Members are Dave Curran, Dale Slotter, Dave Baylor, Larry DiSabatino, John Casey, Stan Sykora, Chris Castagno, Bob Hill and Patty Cannon. The committee will have its initial meeting in March. Initial discussion items will be as follows: Introduction of the master plan, Marina component, Creation and occupation of destination businesses on the site to compliment a waterfront economy, Short term planning of outdoor events to gain exposure for the site, Healthcare/urgent care component, Educational component , Officer's Row and Canal Walk sub-division development, Vetting and credit worthiness of investors.

It was also the recommendation to hold on the engagement of the New Castle County Chamber of Commerce until the committee had a chance to meet and discuss.

**B. Project Funding Committee.**

Ms. Kirby provided an update that included a meeting with M&T to discuss their preliminary term sheet. We were able to get concessions on the rate for the perm debt, saving us significantly on the longer term perm debt. We clarified the collateral and limited it to specific parcels, which will allow us to operate more flexibly with subsequent development and which will save us considerably on due diligence costs. Final term sheet will therefore be dependent on the subdivision and transfer of the property. We are in discussions on timing and scheduling.

**C. Historic Preservation Committee**

The Historic Preservation Subcommittee met on February 9th, 2016. Attendance

included: David Turley, Herb Netsch, Brendan Mackie, Laurie Turkawski, Laura Lee, Jeff Randol and Guest: Cherilyn Widell

The primary purpose of the meeting was to interview and begin collaboration with Cherilyn Widell, a contractor who will spearhead modifications to the Guidelines and provide a redlined document for the approval of the board, with the assistance and input of the Historic Preservation Committee. The meeting was both informative and productive.

Ms. Widell elaborated on her experience, in particular with decommissioned military installations at the Presidio in San Francisco and Fort Monroe in Virginia. The committee asked questions of Ms. Widell, and she asked questions of the committee. Some of the topics explored include:

- Obstacles and challenges Ms. Widell has faced
- Allowing existing buildings to guide the design of new construction
- Balancing building codes and historic preservation (tax credits)
- Steps to move forward include setting up a design review process and determining which building codes to follow

Committee members were very satisfied with the resume' and presentation provided by Ms. Widell and were unanimous in their support of and enthusiasm for her involvement in this process.

## **VII. New Business**

- A. Widell Design Guidelines Proposal. Following the HPC's review of the proposal and interview with Ms. Widell, Mr. Randol will engage Ms. Widell. The Board previously authorized \$17,500.
- B. Annexation. Mr. Walton reviewed the annexation process and that based on the schedule presented by the Mr. Randol, the Board would be asked at the next meeting to authorize annexation. The request would be made once the transfer is complete.
- C. Directors and Officers coverage was discussed. Mr. Randol presented an insurance quote from Hiscox U.S. for \$1 million in D&O coverage and \$1 million in E&O coverage from Darwin Select. Premiums were \$5,041 for D&O and \$3,000 for E&O. Motion was made by Mr. Scoglietti and seconded by Mr. Cathcart to bind coverage. Motion carried.
- D. General Liability insurance was discussed. Mr. Randol has been soliciting quotes and expects to be in a position to bind coverage upon transfer of the property. Mr. Kelley made a motion to authorize the Executive Director to negotiate the best rates and bind coverage. Mr. Cathcart seconded the motion. Motion carried.

- E. Verizon demarc relocation was discussed. The demarc will be relocated into the Tilton Building where there is currently a secondary demarc. Verizon's estimate to do the work is \$65,137. The relocation must be done prior to completing demolition of the school building. Mr. Kelley said that he would explore what funding could be made available through DHSS to help with the relocation cost. Motion was made by Mr. Inden and seconded by Mr. Kelley to enter into an agreement with Verizon in the amount of \$65,137 for relocation of the demarc. Motion carried.
- F. Remediation and Demolition of buildings was discussed. Ted Laws, Project Manager for DiSabatino presented the costs associated with remediation of buildings 31, six of the ten pods and demolition costs for all pods, the school and service club (#31). With allowances, supervision, utility disconnects and removal of contents left by tenants, the total price is \$499,648. Castle Construction would be awarded the demolition work and County Environmental the remediation work. Three contractors bid on the remediation and six contractors on the demolition. After further discussion motion was made by Mr. Inden and seconded by Ms. Lee to enter into a contract with DiSabatino for \$499,648. Motion carried.
- G. Abatement Study on Building 53. Ted Laws, Project Manager for DiSabatino provided a proposal from Harvard Environmental to prepare an environmental audit on building #53 at a cost of \$15,618. Mr. Randol noted that he toured the building with DiSabatino and Harvard and that remediation would need to happen in order to tour prospective tenants. Motion was made by Mr. Cathcart and seconded by Mr. Kelley to engage Harvard Environmental at a cost of \$15,618. Motion carried.
- H. Phase 1 Architectural services were presented by Mr. Randol. The services would be for the four buildings in Phase 1 and would consist of exterior elevations, specifications, and as-built documentation. The cost of services total \$48,800. Mr. Randol noted that interior design and floor plan services were not included. Two bids were received. Mr. Randol recommended Architectural Alliance as the lowest bidder. Motion was made by Mr. Kelley and seconded by Mr. Inden to enter into an agreement for architectural services with Architectural Alliance for exterior design, specifications and as-built documentation in an amount of \$48,800. Motion carried.
- I. Health Insurance benefits were discussed. It was noted that this had been done for Wilmington Riverfront and that it would be important to hiring future employees. Mr. Randol and Mr. Scoglietti will review and report back to the Board.
- J. Ms. Frank brought up the Board meeting dates and times. Due to scheduling conflicts it was proposed that the Board meetings be held at on a different day of the week beginning in April. Mr. Randol will poll the Board members.

**VIII. Public Comment**

**None**

**IX. Adjourn**

Ms. Frank asked for a motion to adjourn. The meeting was adjourned at 5:35 pm